

# MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

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## OPEN COMPETITIVE

### PROGRAM COORDINATOR-LAS ARTES De MARICOPA COUNTY

Position available with Human Services

Work Location: 234 North Central Avenue, 3<sup>rd</sup> Floor, Phoenix, AZ

#### Conditions of Employment

This is a Contract position.

#### Recruitment Dates

Monday, January 10, 2005 – Friday, January 14, 2005

#### Salary

\$20.00 Per Hour

#### Position Qualifications

Bachelor's Degree in Public or Business Administration, Social Services or related field and six years administrative experience of which three years are directly related to federal, state or local programs. A Master's Degree is preferred. Any equivalent amount of related experience may be substituted for the education requirement on a year for year basis. Must have a demonstrated ability to: manage multiple priorities in a timely manner, comprehend program requirements and relative policies, communicate professionally and effectively both verbally and in writing, supervise staff, and function as a member of a team. Must have knowledge of budgeting and the ability to monitor, forecast and manage program expenditures.

#### Essential Job Tasks

Responsible for effective operation of assigned program to ensure compliance with federal, state, and local directives, and to ensure comprehension of performance measures, track, report and improve system performance. Manage staffing and facility needs, write reports, memoranda and correspondence. Expand community awareness, program-related data entry, program eligibility, maintain master files, create and format documents, order supplies, copy and disperse documents and filing. Coordinate activities with community partnerships and provide program presentations and/or orientations. Program/Curricula development including plan and direct research to determine needs for further program, program development, develop and implement policies and procedures, write/review programmatic and fiscal contract, grant and RFP. Professional development to include supervise program staff and volunteers, provide staff training and technical assistance as needed, participate in related training, conferences, workshops, etc., participate in division meetings. Provide fiscal management to include develop program budget and track and manage expenditures.

#### Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

#### Filing Process

TO APPLY: SUBMIT APPLICATION & SUPPLEMENT TO:

Human Services Office

Attn: Crystal

602-506-4806 Fax: 602-506-5212

234 N. Central Ave, 3rd Floor, Phoenix, AZ 85004

Obtain application materials on [www.maricopa.gov](http://www.maricopa.gov)

#### Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

SUPPLEMENTAL INFORMATION

PROGRAM COORDINATOR - LAS ARTES De MARICOPA COUNTY

**PLEASE NOTE:** This form does NOT replace the information requested on the "Application for Employment." Be sure your application and this supplement are **both** accurate and complete. Please be aware that work history and job duties listed on this form must be consistent with the information listed on the "Application for Employment". Furthermore, work history or job duties listed on this form, which is not consistent with the "Application for Employment", may not be considered. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS WILL DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION "SEE RESUME" IS NOT ACCEPTABLE.**

1. Do you have administrative experience?  Yes  No  # of years.  
If yes, please describe your duties and responsibilities:

2. Was any of your experience in question #1 working directly for a federal, state or local program?  
 Yes  No  # of years. If yes, please describe your duties and responsibilities:

3. Please describe your experience monitoring, and forecasting budgets:

Signature

Date